

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Employment Investigator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Ensures that all public safety applicants meet Civil Service Commission rules and regulations. Interacts with other investigators on a local, state and national level. Performs testing.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Ensures the accuracy of public safety applications by checking all incoming applications for completeness and are free from automatic disqualifiers, referring applicants with disqualifiers to the Civil Service Commission.
2	L	Performs administrative duties by maintaining files, preparing forms, distributing information, scheduling applicants for testing, notifying applicants by correspondence, and coordinating with and assisting other agencies in the exchange of information.
3	S	Administers polygraph exams by interviewing each applicant, completing forms to be sent to other agencies for the collection of background data, conducting the exam, administering MMPI tests to all new hires, and reporting results to hiring agency.
4	{	Performs background investigations on applicants by conducting criminal and credit checks.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience as an Investigator.
Certifications and Other Requirements	Valid Driver's License, State Polygraph Examiner License, Police Investigator's Certificate
Reading	Work requires the ability to read applications, reference letters, resumes, charts, reports, and spreadsheets.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, reports, forms, and letters.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, administering tests
Sitting	F	Computer, desk work, answering telephone, polygraph exams, administering tests
Walking	F	To/from office equipment, to/from meetings, to/from applicant polygraph sessions
Lifting	F	Office supplies, files, folders, forms, manuals, books, boxes, office equipment
Carrying	F	Office supplies, files, folders, forms, manuals, books, boxes, office equipment
Pushing/Pulling	F	Chair
Reaching	F	Office supplies, filing in cabinet drawers
Handling	F	Office supplies, files, folders, forms, manuals, books, boxes, office equipment
Fine Dexterity	C	Computer keyboard, calculator, writing, polygraph exams
Kneeling	O	Filing, repair or calibrating equipment
Crouching	O	Filing
Crawling	N	
Bending	F	Filing, repair or calibrating equipment
Twisting	F	Filing
Climbing	O	Stairs, step stool
Balancing	O	Stairs, when carrying numerous items
Vision	C	Computer, desk work, filing, writing, reading, performing polygraph exams, meeting/greeting applicants
Hearing	C	Telephone, co-workers, staff, supervisor, applicant answers, meetings
Talking	C	Telephone, co-workers, staff, supervisor, applicants
Foot Controls	F	Polygraph equipment
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, polygraph instruments, general office supplies, Standard Windows and Office software, Polygraph software, Internet/Intranet, investigation software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)